Bibliographic control - All depository materials regardless of format must be marked, in some manner, by the library to distinguish these items from nondepository materials. - Instructions to Depository Libraries, U.S. G.P.O., 1988.

New Director of LPS: Judy Russell

On February 14, 1992, Superintendent of Documents Wayne P. Kelley announced that Judith C. Russell has been named Director of the Library Programs Service (LPS). Judy will also continue as the Director of the Office of Electronic Information Dissemination Services (OEIDS) which is undertaking initiatives on behalf of both Document Sales and Library Programs Service.

In announcing the appointment to the LPS staff, Kelley said that this change will permit LPS to "focus on critical issues, issues that are central to our current performance and to the welfare of our organization two to five years from now." He charged Judy and the LPS staff with six important goals:

(1)   Eliminating the backlog in distributing titles to depository libraries;

(2)   Eliminating the backlog in cataloging, which will be significantly increased as the distribution backlog is cleared;

(3)   Putting in place an automated workflow tracking and analysis system to allow LPS to anticipate and manage fluctuations in both depository distribution and cataloging;

(4)   Establishing a financial forecasting system that will allow LPS to make informed decisions and optimize the resources appropriated for its programs;

(5)   Providing specialized training for groups working across disciplinary and organizational boundaries to achieve shared objectives, including the implementation of ACSIS (Acquisitions, Classification and Shipment Information System); and

(6)   Positioning LPS to be a leader in the dissemination of electronic information.

"I don't have to tell you," Kelley said, "that we are in difficult times -- a time of limited resources ... and public scrutiny of the performance of government at all levels. I know that this group has it in you to make LPS a model program. I am confident that Judy's leadership and her experience in both the library community and the information industry will benefit LPS as it strives to improve its current performance and prepares for the changes that must come as electronic information dissemination becomes an ever more important part of the program."

Kelley also announced two other staff changes. Bonnie Trivizas, who served as Acting Director of LPS for the past year, is moving to a key position in OEIDS. She will be Judy's deputy for all electronic issues involving LPS, including strategic planning, policy development and outreach to the library community and federal agencies on electronic issues. Her responsibilities include establishing a GPO presence on the INTERNET. Mark Scully has been named Director of the Office of Information

Dissemination Policy where he is overseeing the completion of the electronic pilot project evaluations.

For those of you who do not already know Judy, she has been with the Government Printing Office for approximately one year, first as Director of the Office of Information Dissemination Policy and then as the Director of OEIDS. Before joining GPO, she worked in the information industry for nearly fifteen years, most recently with Mead Data Central. Between 1977 and 1988, she worked with the Disclosure Information Group, the Information Industry Association (IIA), and the Information Technology Group (ITG), and managed her own consulting business. Her industry experience includes the publication of reference books, CD-ROM applications and microforms and the dissemination of online information services.

Judy also spent over ten years as a special librarian with the Congressional Office of Technology Assessment (OTA), the Innovation Information and Analysis Project at the George Washington University, and COMSAT Laboratories. She holds a bachelor's degree from Dunbarton College of the Holy Cross and a master's degree in library science from The Catholic University of America. In addition to her participation in a number of organizations representing the information industry and libraries, she served a term on the Depository Library Council to the Public Printer from 1987 to 1990.
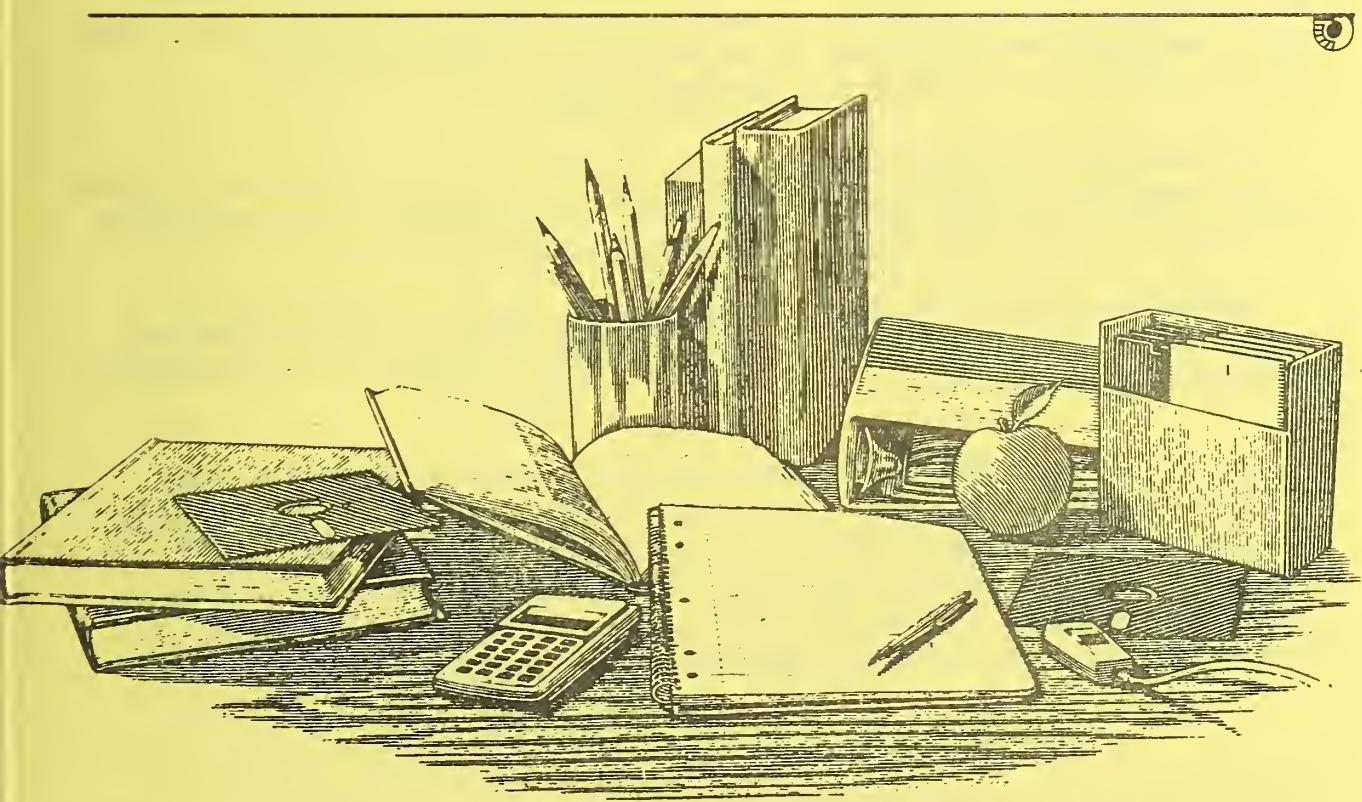
Cover illustration from The Federal Student Financial Aid Handbook, U.S. Dept. of Education 1990. SuDocs #: ED 1.45/4:990-91

Union List of Item Selections: Corrections

The 1991 Union List of Item Selections, issued in microfiche, contains two errors which should be corrected. First, the SuDocs class number should be GP 3.32/2:991, not 992.

Second, the contractor supplied extra fiche, which must be discarded. The microfiche numbered consecutively 1-38 should be retained. The separate packet of fiche numbered 1-7 should be discarded, because the item numbers were included in the set numbered 1-38.

This title was distributed on shipping list 92-0067-M on January 16, 1992.

Delays in Receiving and Converting ERIC Documents

ERIC (U.S. Department of Education, Educational Research and Improvement Office) produces both federally and privately funded education-related publications. The Library Programs Service (LPS) distributes to depository libraries those ERIC publications in which the research was federally funded.

LPS receives cut-up paper documents from the ERIC microfiche contractor and then assigns SuDocs classification numbers (ED 1.310/2:nos.), microfiches the materials, and distributes the titles to those libraries selecting item number 0466-A-03.

Lack of funding at the Department of Education precluded LPS obtaining agency-supplied silver microfiche directly from ERIC. Instead, LPS microfiched and distributed 1990 ERIC documents.

The Department of Education awarded the ERIC documents contract to a new microfiche contractor during 1991. Quality assurance problems resulted in some ERIC microfiche being rejected and refiched. Because the documents have been held to resolve these problems, LPS has not yet received any 1991 ERIC documents to convert to microfiche. However, LPS expects to receive approximately six months' worth of ERIC documents by April, 1992, for classification and microfiche conversion.

Census Workshops Scheduled for 1992

The Bureau of the Census has announced 3 courses to be held in 12 locations around the country in 1992. The courses are targeted for users of the Census TIGER files, Census data on CD-ROM, and users of Federal statistics. The User Training Branch of the Census' Data User Services Division has supplied the materials on the following pages explaining course content and how to apply.

In the Eye of the TIGER!
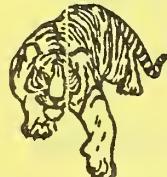
TIGER--
Topologically Integrated Geographic Encoding and Referencing System is the digital cartographic data base that the Census Bureau used to take the 1990 census. You can use it for computerized mapping, geocoding, routing, and as part of a generalized geographic information system. This 1-day workshop provides information about TIGER and its development. The focus is on availability, access, and application. You will have the opportunity for hands-on practice with this innovative new Census Bureau product.

Cost $99

Census Bureau Data on CD-ROM

Learn about data products for small computers from the 1990 census. Several data files will be released on CD-ROM through 1993, and now is the time to get ready. This 1-day course features lectures on both technology and 1990 census products, but is primarily a hands-on workshop using latest CD-ROM data releases. Gain valuable experience through exercises using software produced at the Census Bureau, as well as commercially available data base software. While not essential, some familiarity with MS-DOS is recommended.

Cost $99

Understanding Federal Statistics

Now in its 17th year, this is the one course that anyone dealing with Federal statistics needs to take. Learn about the full range of information available from the Census Bureau and from other Federal statistical agencies. Lectures supplement the exercises and feature a variety of guest speakers. Take home materials and references offer a wealth of information. Offered three times in Washington, DC.

Cost: $275

Do you want to:

Learn about the Census Bureau's
Nationwide geographic database?

Use TIGER for
business applications?

Boost business and do direct-marketing
using TIGER and 1990 demographic data?

If so, then you don't want to miss the Census Bureau's
"In the Eye of the TIGER" Course.
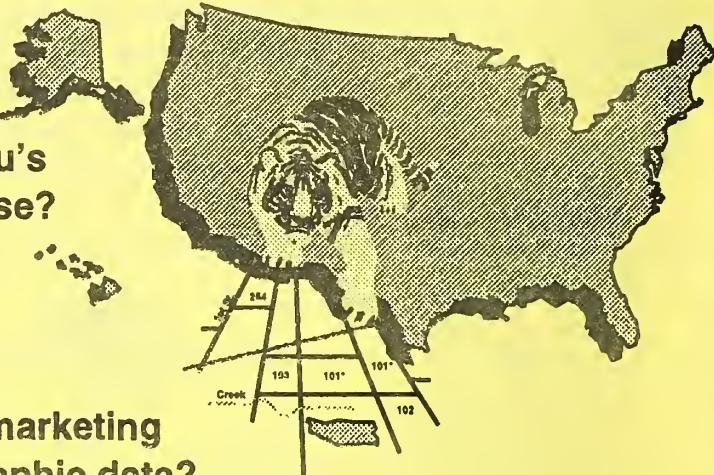
What's in it for you?

■ Learn about TIGER and its many
applications to business, planning,
computerized mapping, routing,
and more.

■ Discover how to
access TIGER/Line
Files using
Geographic
Information
Systems (GIS).

■ Enhance your understanding of
Census Bureau geographic areas
and concepts.

■ Participate in hands-on exercises
using TIGER/Line Files that
illustrate the
capabilities of
this new
technology.

> TIGER is the Census Bureau
> acronym for the Topologically
> Integrated Geographic Encoding
> and Referencing System.

A "must-attend" course for
TIGER users in 1992.

1992 Training Sites

Arlington, Texas June 9-10, 1992	Minneapolis, Minnesota July 22-23, 1992	Tampa, Florida August 26-27, 1992
Eugene, Oregon March 23-24, 1992	San Diego, California TBA	Washington, D.C. September 15-16, 1992

For more information, contact Dot Chin on (301) 763-1510,
or write to: Bureau of the Census, Data User Services Division,
User Training Branch, Washington, DC 20233

Do you want to:

Work with the latest computer technology?

Access the newest Census Bureau data?

Do these using your favorite database or spreadsheet application?

1990 Census of
Population and Housing
Summary Tape File 3A

U.S. Department of Commerce
BUREAU OF THE CENSUS
Data User Services Division
Washington, DC 20233
(301) 763-4100

If so, then you don't want to miss the "Census Bureau Data on CD-ROM" course!

---

5 More Good Reasons to Attend a Census Bureau CD-ROM Course in 1992.

■ **Products**

The Census Bureau is releasing exciting new demographic data from the 1990 census, including data on age, race, sex, income, education, disability, and more! In addition, the Census Bureau releases economic, foreign trade, and other data on CD-ROM.

■ **Accessibility**

Census Bureau data on CD-ROM are accessible with a personal computer and CD-ROM reader. CD-ROM brings Census Bureau data to your desktop.

■ **Capacity**

Census CD-ROMs hold up to 780 megabytes of data, equivalent to 1,600 floppy diskettes, 4 computer tapes, or 275,000 pages of text.

■ **Durability**

CD-ROMs are tough. With proper care, a CD-ROM will last longer than flexible diskettes, printed reports, and magnetic tapes.

■ **Reliability**

You can feel confident knowing that you are using data from the Nation's premiere factfinder. Plus, the Read Only format of CD-ROMs ensures the integrity of the original database.

1992 Training Sites

Arlington, Texas	Boston, Massachusetts	San Diego, California
Atlanta, Georgia	Chicago, Illinois	Washington, D.C.
Berkeley, California	New Brunswick, New Jersey	

For more information, contact Dot Chin on (301) 763-1510.

Understanding Federal Statistics

A Census Bureau Training Workshop

Learn about:

◆ Census Bureau geographic areas, concepts, and products. Participate in hands-on exercises using Census Bureau maps.

◆ 1990 decennial census concepts and products.

◆ Census Bureau data on compact disc.

◆ The Topologically Integrated Geographic Encoding and Referencing System (TIGER).

◆ Current demographic programs, with a focus on the Current Population Survey (CPS).

◆ Census Bureau economic programs and products.

◆ "Fact-finding skills" using case studies and individual or group exercises.

◆ Statistical programs from the Bureau of Labor Statistics, Bureau of Economic Analysis, National Center for Health Statistics, National Center for Education Statistics, and Bureau of Justice Statistics.

A "must" attend for anyone interested in using Federal statistics.

1992 Training Calendar

Location	Dates
Westpark Hotel (Rosslyn)	March 9-12, 1992
1900 N. Fort Myer Dr.	July 13-16, 1992
Arlington, VA 22209	October 26-29, 1992
(703) 527-4814	
(800) 368-3408	Cost: $275.00

For more information, contact Dot Chin on (301) 763-1510 or write to: Bureau of the Census, Data User Services Division, User Training Branch, Washington, DC 20233
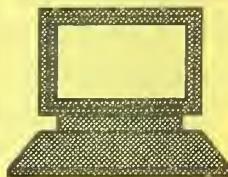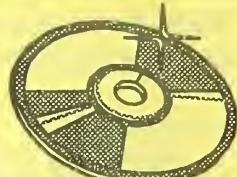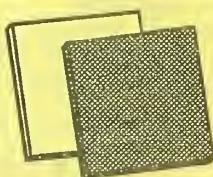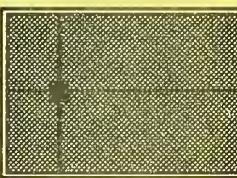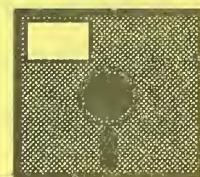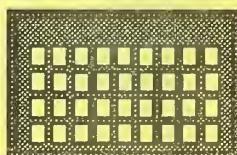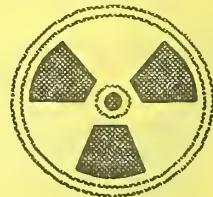
1992 Calendar of Training Activities

	Date	Number	Title	Location
March	9–12	002–49	Understanding Federal Statistics	Arlington, VA
	16	401–18	Census Bureau Data on CD-ROM	Arlington, TX
	17	401–19	Census Bureau Data on CD-ROM	Arlington, TX
	23	601–25	In the Eye of the TIGER	Eugene, OR
	24	601–26	In the Eye of the TIGER	Eugene, OR
May	4	401–20	Census Bureau Data on CD-ROM	College Park, MD
	5	401–21	Census Bureau Data on CD-ROM	College Park, MD
	12	401–22	Census Bureau Data on CD-ROM	Atlanta, GA
	13	401–23	Census Bureau Data on CD-ROM	Atlanta, GA
June	TBA	401–24	Census Bureau Data on CD-ROM	Berkeley, CA
	TBA	401–25	Census Bureau Data on CD-ROM	Berkeley, CA
	9	601–27	In the Eye of the TIGER	Arlington, TX
	10	601–28	In the Eye of the TIGER	Arlington, TX
	23	401–26	Census Bureau Data on CD-ROM	New Brunswick, NJ
July	13–16	002–50	Understanding Federal Statistics	Arlington, VA
	22	601–29	In the Eye of the TIGER	Minneapolis, MN
	23	601–30	In the Eye of the TIGER	Minneapolis, MN
August	4	401–27	Census Bureau Data on CD-ROM	San Diego, CA
	5	401–28	Census Bureau Data on CD-ROM	San Diego, CA
	18	401–29	Census Bureau Data on CD-ROM	Chicago, IL
	19	401–30	Census Bureau Data on CD-ROM	Chicago, IL
	26	601–31	In the Eye of the TIGER	Tampa, FL
	27	601–32	In the Eye of the TIGER	Tampa, FL
September	15	401–31	Census Bureau Data on CD-ROM	Boston, MA
	16	401–32	Census Bureau Data on CD-ROM	Boston, MA
	15	601–33	In the Eye of the TIGER	College Park, MD
	16	601–34	In the Eye of the TIGER	College Park, MD
October	26–29	002–51	Understanding Federal Statistics	Arlington, VA

NOTE: An additional **In the Eye of the TIGER** workshop is planned for California, but is not yet finalized. Please call or write to us at the telephone number or address cited below for more information.

TWO NEW FOR '92

In addition to those activities cited on the calendar, the Census Bureau will offer **TWO NEW COURSES in 1992.**

Introduction to the 1990 Census Public Use Microdata Sample (PUMS) If your data needs are not met by standard 1990 census publications and summary tape files, PUMS offers you an exciting alternative. Using these files you can tailor the data to suit your specific needs. This 1-day course includes the opportunity for hands-on practice.

Accessing Race and Hispanic–Origin Data From the 1990 Census This 1- to 2-day workshop will familiarize you with 1990 census data for various racial and Hispanic–origin groups. We will provide you with knowledge and tools to determine which data best meet your needs.

For further information about specific sites, dates, and costs, please contact Dot Chin, User Training Branch, Data User Services Division, Bureau of the Census, Washington, DC 20233. Phone 301-763-1510

How To Apply

Please fill in the order form and send to:

> User Training
> Data User Services Division
> Bureau of the Census
> Washington, DC 20233

Or, phone in your reservation using VISA or MasterCard (301-763-1510).

Acceptance in each course is on a first-come, first-served basis. We will confirm your acceptance by letter and include information on specific meeting room sites, local transportation, and hotels.

Refunds will be made for written cancellations received up to 2 weeks prior to the start of the course. If you cancel less than 2 weeks before the start of a particular course, you may substitute another person from your organization or transfer your registration to another seminar of your choice within 12 months, if space permits.

(please detach here)

Application for Training

Please Type or Print

Activity No. _____ Scheduled Date _____

Activity Title _____

_____
Applicant name

_____
Job Title

_____
Department

_____
Organization *(please do not abbreviate)*

_____
(Street address)

_____
(City, State, ZIP Code)

_____
(Daytime phone including area code)

Charge your order. It's easy!

Please Choose Method of Payment:

☐ Check payable to the "Commerce-Census"

☐ Census Bureau Deposit Account 9-☐☐☐☐

☐ VISA or MasterCard Account

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

_____
(Credit card expiration date)

_____
(Signature)   8/90

Mail To: Dorothy Chin   Data User Services Division
          (301-763-1510)   Bureau of the Census
                                Washington, DC 20233
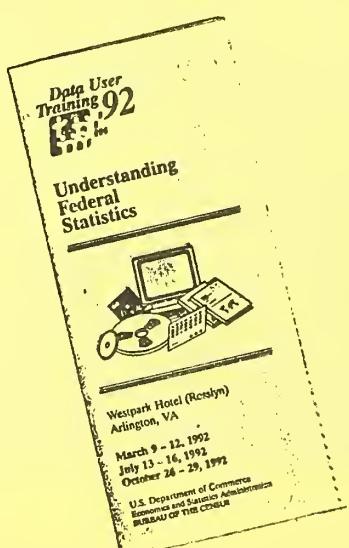
Readers Exchange

ELECTRONICORNER

Alfred Kagan, Reference Librarian at the University of Connecticut, Homer Babbidge Library, has submitted a series of leaflets from the library to be shared with the depository library community. The leaflets, reproduced on the following pages, explain the contents and use of the various Census CD's issued through the Federal Depository Library Program. Thanks, Al!
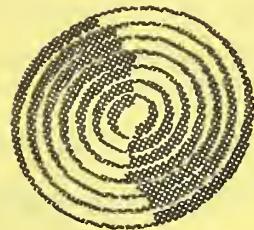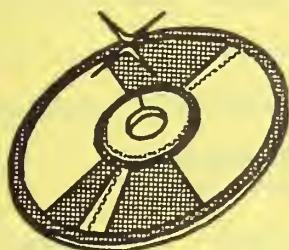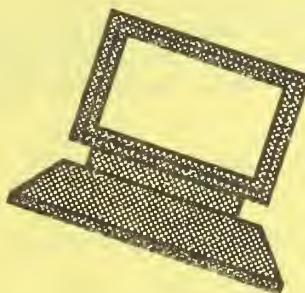
HOW TO:

U.S. CENSUS OF POPULATION & HOUSING
SUMMARY TAPE FILES 1A

Search the 1990 *U.S. Census Summary Tape Files 1A* on CD-ROM

Introduction

This collection is on numerous CD-ROM discs. Each CD-ROM contains data for a number of states in a geographical arrangement. Check the preliminary menu to find the disc you need, and ask for it at the Microtext/CD-ROM Desk.

Summary Tape Files 1A contain 100 percent data, the results of the short form distributed to every household in the United States. Information is provided for 102 data items down to the block group level. (For block level information, see the PL 94-171 discs.) These discs correspond to printed reports in the Census Collection on Level 1. See the state reports titled *1990 Census of Population and Housing: Summary Population and Housing Characteristics* (C3.223/18:990 CPH-1-no.).

Information is given for the following summary levels:

```
State
    Place (totals)
         County (parts)
    Consolidated city (totals)
    County (totals)
         Census tract/block numbering areas (totals)
              Block group (totals)
         County subdivisions (MCD/CCD*) (totals)
              Place (parts)
                   Census tract/block numbering area (parts)
                        Block group (parts)
    American Indian Reservation, etc.
    Congressional district (totals)
                             *MCD=Minor Civil Divisions [includes towns]
                              CCD=Census County Divisions
```

To Begin

Select a state by using ↑ and ↓   <Enter>

Select a summary level in the same way.   <Enter>

If appropriate, select smaller summary levels as they appear on the screen.

To select from long lists, type the first letter of the place name to go to the approximate area of the alphabet.   <Enter>

Select the data element. Use <Page Down> to see all 102 data elements.   <Enter>

The data will then display on the screen.

Browse

Once data is displayed on the screen, you may browse by data element through all the geographic records at the summary level previously selected. You will be able to scroll through a list of geographic areas showing the same selected data element for each area. Highlight the data element and type **B**.   <Enter>

Use <Print Screen> to print tables. This is the only output possibility from the Browse screens.

Print Search Results

Type P.
Select either "Complete Table for this Area" or "Single Item for Several Areas."
If printing single items, highlight the data item desired. The software defaults to the downloading option.
Use ↓ to toggle between the *File* and *Printer* options.

Choose *Printer*.   <Enter>

To continue, press   <Esc>

Download Search Results

To download files as they appear on the screen, use a DOS formatted, double density, 3 1/2 inch diskette.

Place your diskette in drive A.

Type P. The software defaults to the downloading option.
You will see the word *File* on the screen. <Enter>

Enter file name   A:census
To start downloading, press   <Enter>
To cancel or end downloading press   <Esc>

To download files for manipulation in another software program, place your diskette in drive A.

Type C to view format options. Use ↓ to toggle between the three possible formats:

        ASCII (flat/SDF) [SDF=Standard Data Format], ASCII (Delimited), or dBase.

Choose the format you want.   <Enter>

Enter file name   A:census

Another choice appears: "Copy Options." If you choose "yes," two files are created:

        census (with data) and
        census.doc (with code book giving name, type, size, and description of records).

To start downloading, press   <Enter>

Backtrack One Screen

Press <Esc>

Quit

Press <End>

        For assistance with search strategy, ask at the Reference Desk.
        For other assistance, ask at the Microtext/CD-ROM desk.

Compiled by Al Kagan
December 1991

HOW TO:

U.S. CENSUS OF POPULATION & HOUSING on CD-ROM

Search the 1990 *U.S. Census of Population and Housing* on CD-ROM

Introduction

This collection is on 10 CD-ROM discs. Each CD-ROM contains data for a number of states in no particular order. Check the preliminary menu to find the disc you need, and ask for it at the Microtext/CD-ROM desk.

The initial decennial census data released is used by the states for redistricting purposes under Public Law 94-171. It includes only population totals, population data by race, Hispanic origin, persons over 18 years of age, and total housing units. Note that this is preliminary data subject to correction. Information is given for the following summary levels:

State
- Place (totals)
- County (totals)
  - County subdivisions (MCD/CCD*) (totals)
  - Census tract/block numbering areas (totals)
  - Voting districts (totals)
    - County subdivision (MCD/CCD*) (parts)
      - Place (parts)
        - Census tract/block numbering area (parts)
          - Block group (parts)
            - Block

American Indian Reservations, etc.

*MCD=Minor Civil Divisions
CCD=Census County Divisions

To Begin

Select a state by using the up and down arrow keys and <Enter>.

Select a summary level in the same way. You may need to use the <Page Down> key to see the bottom of the list. <Enter>.

If appropriate, select smaller summary levels as they appear on the screen. <Enter>.

The data will then display on the screen. Use the <Page Down> key to see the rest of the 24 data elements.

Browse

You may browse through all the records at the summary level you have previously selected. In most cases, you will also be shown data for smaller levels. This data is in a slightly different order and configuration than the data shown by using the method above.
Type B and <Enter>.

Use the right and left arrow keys to move across the 24 record columns. Use the up and down arrows to see the rest of the data by area.

Print Search Results

Type P. The software defaults to the downloading option. You will see the word *File* on the screen. Use the down arrow key to toggle between the *File* and *Printer* options. Choose *Printer* and <Enter>.

Use the Escape key to continue.   <Esc>

Download Search Results

To download files as they appear on the screen, use a DOS formatted, double density, 3 1/2 inch disk.

Place your disk in drive A:

Type P. The software defaults to the downloading option. You will see the word *File* on the screen. <Enter>.

Enter file name   A:census
To start downloading   press <Enter>
To cancel or end downloading   press <Esc>

To download files for manipulation in another software program, place your disk in drive A:

Type C to view format options. The down arrow key toggles between the three possible formats:
ASCII (Flat/SDF) [SDF=Standard Data Format], *ASCII (Delimited),* or *dBase.*

Choose the format you want and <Enter>.

Enter file name   A:census
To start downloading   press <Enter>

For assistance with search strategy, ask at the Reference Desk.
For other assistance, ask at the Microtext/CD-ROM desk.

Compiled by Al Kagan
May 1991

HOW TO: U.S. IMPORTS/EXPORTS OF MERCHANDISE ON CD-ROM

Search *U.S. Imports/Exports of Merchandise* on CD-ROM

Introduction

This collection includes separate monthly discs for exports and imports, beginning with April 1990. For previous years, see the various microfiche series in the U.S. depository collection (U.S. SUDOCS), call numbers C3.164: series number-date. Ask at the Reference Desk for detailed series information.

In order to use these discs, find the relevant product codes in the *Harmonized Tariff Schedule* shelved next to this computer. Data is provided by 6- or 10-digit codes, and by countries and ports.

To Begin

Ask for the disc you need at the Microtext/CD-ROM desk.

Select option 4, "U.S. Imports and Exports of Merchandise" from the Main Menu.

Then select **Imports** or **Exports** from the next menu.   <Enter>

Display Total Data

Select the first two digits of the appropriate code from the *Harmonized Tariff Schedule*   <Enter>
Select the appropriate 4- and 6-digit codes.   <Enter> after each step.
        Sometimes it is necessary to select the appropriate 10-digit code.   <Enter>

You will now see the total monthly data displayed on the screen.

Use <Page Down> to view data for year-to-date.

Use <Page Up> to go back to the monthly data.

Display Country Data

From either monthly or year-to-date screens, press <Enter> to view country data.
        Countries are listed in a geographical arrangement.

Use the arrow keys to scroll the list, and <Enter> for the country selected.

If there is export/import activity from more than one port, another list will appear giving the port names followed by the selection for total activity.

Use the arrow keys to scroll the list, and <Enter> for the appropriate port or for total activity.

Use <Page Down> and <Page Up> to switch from monthly to year-to-date data and back again.

Print Search Results

Type **P**
The software defaults to the downloading option. (The word *File* will be highlighted.)
Use down arrow to highlight the word *Printer*.
<Enter>

Use **<Esc>** to continue.

Download Search Results

To download files as they appear on the screen, use a DOS formatted, double density, 3 1/2 diskette.

Place your diskette in drive A:

Type **P**
The software defaults to the downloading option. (The word *File* will be highlighted.)
<Enter>

Enter file name   A:imports
To start downloading   press **<Enter>**
To cancel or end downloading   press **<Esc>**

To download files for manipulation in another software program, place your diskette in drive A:

Type **C** to view format options.
Use down arrow key to highlight the format you want:
ASCII (Flat/SDF) [SDF=Standard Data Format], *ASCII (Delimited),* or *dBASE.*
<Enter>

Enter file name   A:imports
To start downloading   press **<Enter>**

Backtrack one screen

Press   **<Esc>**

Quit

Press   **<End>**

Type **Y**

For assistance with search strategy, ask at the Reference Desk.
For other assistance, ask at the Microtext/CD-ROM desk.

Compiled by Al Kagan
October 1991

HOW TO:

1987 CENSUS OF AGRICULTURE on CD-ROM

Search the 1987 Census of Agriculture on CD-ROM

Introduction

Ask for this disc at the Microtext/CD-ROM desk.

This CD-ROM covers the 1978, 1982, and 1987 censuses arranged by state and county, and United States totals for 1987. The Census of Agriculture is undertaken and published every five years.

The printed documents for 1982 and 1987 are shelved in the U.S. Census collection on Level 1 North. They are arranged by state, and the call number is C3.31/4: yr. The latest Connecticut issue is kept at the Reference Desk. Older printed issues are shelved in the U.S. Government Publications Collection on Level 2 North by call number. For 1925-1945, see C3.31/1: yr./v/pt. For 1945 onward, see C3.31.4: yr./v./pt. The 1969 set is an exception, see C56.227: yr./v./pt.

This guide is for the novice searching mode which displays data as if you were looking at the printed version of this U.S. Government publication.

To Begin

Select either County Profile or Data Items by County by using the arrow keys and <Enter>.

Select a state (or U.S. totals) by using the arrow keys and <Enter>.

Select a county (or state totals) by using the arrow keys and <Enter>. Use the <Page Down> and <Page Up> keys to scroll through the list.

Select a table by using the arrow keys and <Enter>.
Use the <Page Down> and <Page Up> keys to scroll through the list.

When finding Data Items by County, there is an extra step. Choose the specific data item and <Enter>.

Display

Use the arrow keys and the <Page Down> and <Page Up> keys to scroll through the data display.

Print

Type P to print the entire record, or use the <Print Screen> key.

Download

Not available.

Special Features

For an explanation of the data codes, press <F5> to see the Legend.
Use the <Esc> key to backtrack or quit the program.

For assistance with search strategy, ask at the Reference Desk.
For other assistance, ask at the Microtext/CD-ROM desk.

Compiled by Al Kagan
June 1991

Homer Babbidge Library • The University of Connecticut • Storrs, CT • 06268

HOW TO:

EXTRACT
U.S. GOVERNMENT DATA
on CD-ROM

Use *EXTRACT* with U.S. GOVERNMENT DATA on CD-ROM

EXTRACT is a public domain software program designed for use with U.S. Government numerical data on CD-ROM discs. Users can produce custom data tables, print them, or save them to floppy diskettes in dBASE, ASCII Flat or ASCII Delimited formats.

For a full explanation of *EXTRACT*, see the *EXTRACT Documentation Guide* and *EXTRACT Tutorial* at the CD-ROM workstation.

Please be aware that this software is neither particularly quick nor user-friendly. It may take some time to get usable results.

EXTRACT can currently be used with the following CD-ROM titles:

1990 U.S. Census of Population and Housing, PL-94-171 Redistricting Data
1988 County and City Data Book
1987 U.S. Economic Census
County Business Patterns

Check the menu on the CD-ROM computer to determine the disc you need.
Ask for the disc at the **Microtext/CD-ROM Desk**.

Highlight the correct menu options   **<Enter>**

A typical search will include numerous steps proceeding through numerous screens.
It is best to select geographic areas before data items.

For example, a search of the 1987 Economic Census might proceed through the following screens:

CHOOSE A CATALOG (type of census and subcategory)
HELP (automatic display)
SELECT A DATAFILE (geographic area)
MAIN MENU
SELECT ITEMS (geographic and data items)
MAIN MENU
SELECT RECORDS screen 1 (geographic and data items)
SELECT RECORDS screen 2 (geographic area)
MAIN MENU
DISPLAY TO SCREEN
ADD LABELS screen 1 (geographic and data items)
ADD LABELS screen 2 (text format)
MAIN MENU
DISPLAY TO SCREEN
EXTRACT DATA TO FILE

HINT:

This program sometimes prompts the user to **<Enter>** or **<Esc>**. If a prompt is not displayed, try either **<Enter>** or **<Esc>** to go to the next step.

HELP Type **H**
DEFINITION OF TERMS   Type **D**

Please turn over for menu options.

EXTRACT MAIN MENU OPTIONS

```
┌─────────────────────────────────────────────────────────┐
│                        MAIN MENU                          │
│                                                           │
│     1. Select ITEMS              6. Display to Screen     │
│                                                           │
│     2. Select RECORDS            7. Print                 │
│                                                           │
│     3. Add LABELS                8. EXTRACT DATA to a file │
│                                                           │
│     4. Select an INDEX           9. Return to FILE         │
│                                     SELECTION Menu         │
│     5. Format Options           10. Advanced options      │
│                                                           │
│                                                           │
│        Q to QUIT                     H for HELP           │
│                                                           │
│              Enter option number:  ■        ┌──────────┐  │
│                                             │ PL9417HI │  │
│                                             └──────────┘  │
└─────────────────────────────────────────────────────────┘
```

For detailed instructions, use the *EXTRACT Tutorial* at the CD-ROM workstation.

1. **Select ITEMS:** This option is used to select variables/columns
   (*EXTRACT* Documentation p. 4).

2. **Select RECORDS:** This option is used to select records/cases/geographic areas
   (*EXTRACT* Documentation p. 5).

3. **Add LABELS:** Some files allow users to identify labels, such as geographic area names
   (*EXTRACT* Documentation p. 8).

4. **Select an INDEX:** Refer to *EXTRACT* Documentation p. 9.

5. **Format Options:** This option is used to change format of printouts and displays
   (*EXTRACT* Documentation p. 9).

6. **Display to Screen:** Displays current file to screen as modified using other options
   (*EXTRACT* Documentation p. 10).

7. **Print:** Sends report to printer. Be sure printer switch box is set to **A**
   (*EXTRACT* Documentation p. 12).

8. *EXTRACT* **DATA to File:** For downloading in **.DBF (dBASE)**, **.PRN (LOTUS)**, or **.SDF**
   (ASCII) (*EXTRACT* Documentation p. 12).

9. **Return to FILE SELECTION Menu:** Returns you to the opening menu
   (*EXTRACT* Documentation p. 13).

10. **Advanced options:** Refer to *EXTRACT* Documentation p. 13.

For assistance with search strategy, ask at the Reference Desk.
For other assistance, ask at the Microtext/CD-ROM Desk.

Prepared by Al Kagan
October 1991

HOW TO:

COUNTY AND CITY DATA BOOK, 1988 on CD-ROM

Search *County and City Data Book, 1988* on CD-ROM

Introduction

The *Electronic County and City Data Book, 1988 (ECCDB)* is a CD-ROM version of the U.S. Census Bureau's *County and City Data Book, 1988*, Ref. HA 202 A36. Like its print counterpart, *ECCDB* contains demographic, economic, and governmental data from both the Federal government and private agencies. It is arranged by: State, county, city, and governmental unit (for example, town).

The goal of the *ECCDB* is to improve the print version by providing methods for reorganizing and displaying a wide variety of data. For example, all the data elements for one geographic area may be displayed together in a printed report. The *Electronic County and City Data Book* also provides a search mode that permits you to manipulate data, display selected data items for one or more geographic areas, and produce individualized reports.

To Begin

There are two modes of searching *ECCDB: Novice* and *Expert*. The *Novice Search Mode* is described below.

Displaying Data Items for a Geographic Area

The statistics provided by *ECCDB* cover from 6 to 316 different categories, depending on which type of geographic area you choose. Begin your search from the opening screen of *ECCDB* by pressing <Enter>. Then select *Novice Search Mode* and press <Enter>. To display the data items available for your desired area, follow the steps in the example shown below which is based on Tolland County, CT.

Screen	Choice	Command or Entry
Main Menu	Open File	Press <2>
Files Available	(for example) CCDB - County	Press <3>
Main Menu	Retrieve and Display	Press <4>
Retrieve and Display	Profile for selected areas	Press <1>
State Selection	(for example) Connecticut	Enter <ct> <Enter>
FIPS Area Name	(for example) Tolland, CT	Press <s> (for select) Enter <013> <Enter>

Press <Print Screen> to print any of the desired screens. To scroll down, press <c> (for continuous). *Novice* does not allow you to scroll up. If you wish to review a screen, return to the Main Menu and begin again. If you deviate at all from the steps given above, you are sent back to the Main Menu screen and must redo your search. *Novice* does not allow you to combine geographic areas. To view information about more than one governmental unit, city, county, or state, you must do a separate search for each area.

Special Features in the Statistical Display

Choice	Command or Entry
Scroll immediately to last display screen	Press <n> (for nonstop)
End search and return to Main Menu	Press <q> (for quit)

Help?

For Help, return to Main Menu and press <1>.

For additional help, ask at either the Microtext/CD-ROM Desk or the Reference Desk.

Compiled by Nancy Kline
April 1991

HOW TO:

COUNTY BUSINESS PATTERNS on CD-ROM

Search *County Business Patterns* on CD-ROM

Introduction

This collection covers several years beginning with 1986. Check the preliminary menu to find the disk you need, and ask for it at the Microtext/CD-ROM desk.

County Business Patterns provides business data on various sectors of the U.S. economy, such as: construction, manufacturing, retail trade, and real estate.

This guide is for the novice searching mode which displays data as if you were looking at the printed version of this U.S. Government publication.

The latest printed documents are issued annually by state and shelved in the U.S. Census collection on Level 1 North. The call number is C3.204/3-no.: yr. The latest Connecticut issues are kept at the Reference Desk. Older printed issues are shelved in the U.S. Government Publications Collection on Level 2 North by call number, C3.204: yr.-no.

To Begin

Select a year by using the arrow keys and **<Enter>**.

Select a state (or U.S. totals) by using the arrow keys and **<Enter>**.

Select a county (or state totals) by using the arrow keys and **<Enter>**. Use the **<Page Down>** and **<Page Up>** keys to scroll through the list.

Select a business SIC code* by using the arrow keys and **<Enter>**.
Use the **<Page Down>** and **<Page Up>** keys to scroll through the list.

> *See the *Standard Industrial Classification Manual* (SIC) on Index Table 5.

Display

The data display screen is divided into two sections. Use the arrow keys to highlight a line in the top section. The bottom section will show the number of establishments by employment size category for the highlighted SIC business.

Use the **<Tab>** key to move across for number of establishments data.

Use the arrow keys and the **<Page Down>** and **<Page Up>** keys to scroll through the data display.

Print

Type **P**. The software defaults to the downloading option. (The word *File* will be highlighted.) Use the down arrow key to highlight the word *Printer*. **<Enter>**.

Use the Escape key to continue. **<Esc>**

Download

To download files as they appear on the screen, use a DOS formatted, double density, 3 1/2 disk.

Place your disk in drive A:

Type P. The software defaults to the downloading option. (The word *File* will be highlighted.) **<Enter>**.

Enter file name   A:business
To start downloading   press **<Enter>**
To cancel or end downloading   press **<Esc>**

To download files for manipulation in another software program, place your disk in drive A:

Type C to view format options. Use the down arrow key to highlight the format you want:
ASCII (Flat/SDF) [*SDF*=Standard Data Format], *ASCII (Delimited),* or *dBASE.*
<Enter>

Enter file name   A:business
To start downloading   press **<Enter>**

Backtrack one screen

Press the Escape key. **<Esc>**

For assistance with search strategy, ask at the Reference Desk.
For other assistance, ask at the Microtext/CD-ROM desk.

Compiled by Al Kagan
June 1991

HOW TO:

1987 CENSUS OF AGRICULTURE
on CD-ROM

Search the *1987 Census of Agriculture* on CD-ROM

Introduction

Ask for this disc at the Microtext/CD-ROM desk.

This CD-ROM covers the 1978, 1982, and 1987 censuses arranged by state and county, and United States totals for 1987. The *Census of Agriculture* is undertaken and published every five years.

The printed documents for 1982 and 1987 are shelved in the U.S. Census collection on Level 1 North. They are arranged by state, and the call number is C3.31/4: yr. The latest Connecticut issue is kept at the Reference Desk. Older printed issues are shelved in the U.S. Government Publications Collection on Level 2 North by call number. For 1925-1945, see C3.31/1: yr./v/pt. For 1945 onward, see C3.31.4: yr./v./pt. The 1969 set is an exception, see C56.227: yr./v./pt.

This guide is for the novice searching mode which displays data as if you were looking at the printed version of this U.S. Government publication.

To Begin

Select either *County Profile* or *Data Items by County* by using the arrow keys and <Enter>.

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When finding *Data Items by County*, there is an extra step. Choose the specific data item and <Enter>.

Display

Use the arrow keys and the <Page Down> and <Page Up> keys to scroll through the data display.

Print

Type P to print the entire record, or use the <Print Screen> key.

Download

Not available.

Special Features

For an explanation of the data codes, press <F5> to see the *Legend*.
Use the <Esc> key to backtrack or quit the program.

For assistance with search strategy, ask at the Reference Desk.
For other assistance, ask at the Microtext/CD-ROM desk.

Compiled by Al Kagan
June 1991

Homer Babbidge Library • The University of Connecticut • Storrs, CT • 06268

The E-Report

Status of Federal Electronic Information

February 26, 1992   1992-02

Agency	Item #	Class #	Title/Format	Status
Army			Armylog CD	LPS will obtain a copy of this new monthly product in order to evaluate for an item survey.
Census	0154-E	C 3.279:	Supplemental TIGER/LINE CD	1 CD will be distributed in March or April to correct data on previous discs.
Census	0154-F	C 3.282:	STF 1B CD	Approximately 10 CD's will be distributed on a flow basis during March-April with "GO" software on the discs.
Census	0154-F	C 3.282:	STF 1C CD	1 CD will be distributed in March with "GO" software.
Census	0154-F	C 3.282:	STF 1A Puerto Rico CD	1 CD and documentation will be distributed in March or early April.
Census	0154-F-01	C 3.282/2:	STF 3A CD	Approximately 50 CD's will be distributed on a flow basis from March-May with "GO" software on the discs.

Update to the List of Classes

February 25, 1992		1992-02

Class no.	Item no.	Change/Notice
A 13.116:	0079-N	Forest Service Report to Congress. Discontinued.
A 67.46:	0076-M	Agricultural Export Assistance Update Quarterly Report. (MF) New.
A 88.12/31-4:	0019-A	Fresh Fruit and Vegetable Arrival Totals. (annual) (MF) New.
A 92.41:	0018-C-02	Sugar Market Statistics. Discontinued.
A 106.14/2:	0022-A-06	Soil, Water, Air Science Directory. (annual) (MF) Title changed to Directory, Natural Resources Locations.
A 110.18:	0031-C-01	Standards and Labeling Policy Book. (P) New.
C 3.164:900/	0144-A-06	U.S. Merchandise Trade: Seasonally Adjusted Exports, Imports, and Trade Balance, FT-900. (monthly) (MF) New.
C 3.164:920/	0144-A-06	U.S. Merchandise Trade: Selected Highlights, FT-920. (monthly) (MF). New.
C 55.416/12-6:	0192-A-13	Grand Canyon VFR Aeronautical Chart. (General Aviation) (P) New.
D 1.74:	0306-A-05	Soviet Military Power. Title changed to Military Forces in Transition.
D 7.9/2:	0314-A-08	Federal Supply Catalog for Civil Agencies, Descriptive & Management Data List. (MF) New.
D 7.31:	0314-P-01	DFCS Chronicle. Discontinued.
D 102.81	0332-E	Access. Formerly entitled Community and Family Sentinel. Discontinued.
D 105.10:	0325-G	Memorandum Report BRL-MR. (series) (MF) New.
D 211.26:	0412-E	Explosives Safety. (quarterly) (P) New.
D 212.16:	0307-A-01	Hazardous Material Control & Management/Hazardous Materials Information System. (quarterly) (CD) Ordered under item number 0307-A. Selection records have been transferred to the new item number.
ED 1.23/9:	0461	The Fund for the Improvement of Postsecondary Education, Special Focus Competition: College-School Partnerships to Improve Learning of Essential Academic Subjects, Kindergarten through College. (annual) (P) New.
ED 1.332:	0455-N-01	Schools and Staffing Survey. (CD-ROM) Ordered using item number 0455-N. Selection records have been transferred to the new item number.
EP 1.107:	0431-L-05	National Priorities List Sites. (MF) New.
EP 1.108:	0431-I-07	Earth Notes. (quarterly) (P) New.

Update to the List of Classes

February 25, 1992   1992-02

Class no.	Item no.	Change/Notice
GS 12.15/2:	0559-J	GSA FIRMR/FAR Regulations. (CD-ROM) (quarterly) Ordered using item number 0559-J-01. Selection records have been transferred to the new item number.
HH 1.44/2:	0581-K	Houselines. Discontinued. Item number 0581-K still in effect.
I 28.119/3:	0639-E	Phosphate Rock. (MF) Title changed to Marketable Phosphate Rock ...
J 28.14/2:	0968-H-10	National Institute of Justice Catalog. (bimonthly) (P) Included with the NIJ Journal (yet to be published) Replaces NIJ Reports, J 28.14:. The item number remains 0968-H-10.
L 1.66/3:	0754-C-01	Labor Relations Today. Format changed to MF.
L 35.26:	0744-G-01	OSHA Documents and Files. (CD-ROM) Ordered under item number 0744-G. The selection records have been transferred to the new item number.
LC 12.9:	0813	The Library of Congress Presents A Season of Chamber Music. (semi-annual) (P) New.
NAS 1.46	0830-H-01	NASA Activities. Discontinued.
PM 1.57:	0290-P-01	Personnel Research Highlights. (irregular) (P) New.
T 17.29:	0950-N	International Training and Advisory Assistance Programs. (P) New.
T 22.2/15:	0956-J	Fed State Bulletin. (quarterly) (P) New.
T 22.35/2:	0964	Statistics of Income. Not discontinued. Correction to Update 1988-36, dated 12-02-88.
T 22.66:	0964-B-01	IRS Historical Studies. (P) New.
Y 3.H 75:16/	1089	Program Alert. (irregular) (P) Sent as related material.
Y 3.N 88:15/		Licensed Operating Reactors: Status Summary Report. (annual) (Diskettes) Distributed under item 1051-H-04. Will appear on a future survey.

Whatever Happened To . . . ? ? ?

February 28, 1992   1992-02

Class no.	Item no.	Status
D 101.118: D 101.118/3: D 101.118/4:	0327-E	Officer's Call. NCO Call. Soldiers Scene. All 3 suspended following 2nd issue, 1991. Will merge in the fall of 1992 into "Command Information Magazine."
E 1.92/2:	0429-A-07	Fermilab Report. No longer a Government publication.
ED 1.303/3:	0455-G-11	New Information from the Office of Education Research and Improvement. (bimonthly) Suspended.
HE 20.3182/4:	0507-G-37	Partners in Prevention UPDATE. (P) Suspended.
L 36.211:992/v.1 :992/v.2 :992/v.3	0777-B-2 0777-B-3 0777-B-4	General Wage Determinations issued under the Davis-Bacon & Related Acts. Due to problems at the Labor Dept., vols. 1-3 of the 1992 revised edition have been tentatively scheduled for delivery in the near future. The agency will continue issuing updates to the 1991 edition until the 1992 edition becomes available for distribution.
T 22.2:V 88/3	0956	Help Other People with Their Tax Returns. IRS cannot provide sufficient depository copies. Under 44 U.S.C., §1903, LPS cannot reprint.
Y 3.In 8/31:	1063-L	Acidic Deposition, State of Science & Technology Reports. Several of these reports were erroneously distributed to depositories in paper. The 27 reports will be issued in microfiche at a later date. Depositories may discard the paper copies if they wish.

IRS Salutes Volunteers for 22 Years of Making Taxes Less Taxing

Cover illustration from Volunteer Assistor's Guide, For Use in IRS Volunteer Programs, Internal Revenue Service, Foreign Student Text, 1991. SuDocs #: T 22.19/2:V 88/991/fore./stud./text

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